

Gerald G. Friedel, P.E.
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Randy B. Duplechain, P.E.
Charles R. Woodward, Jr., LS
W. Zachary Crouch, P.E.
Michael E. Wheelleton, AIA

**PRE-BID MEETING MINUTES
INTERIOR RENOVATIONS FOR THE
AUDIT RECOVERY MANAGEMENT SERVICE (ARMS)
540 S. duPONT HIGHWAY, DOVER, DELAWARE 19901
DBF #586B031.V02 OMB/DFM #MC3501000016
JULY 18, 2013**

In Attendance

OMB/DFM:	Rich Glazeski	Phone: 302-744-1178
Davis, Bowen & Friedel, Inc.:	Dan Ridgely	Phone: 302-424-1441 Fax: 302-424-0430
Contractor attendees:	<i>See attached sign-in sheets</i>	

Items Discussed

1. Project was advertised starting July 9, 2013 on the State of Delaware website.
2. The sign-in sheet was distributed. Attendance at the pre-bid is mandatory for general contractors to submit a bid.
3. All questions during the bidding shall be submitted in writing to Davis, Bowen & Friedel, Inc., attention: Dan Ridgely, fax 302-424-0430, or email dsr@dbfinc.com. Please have requests for information or substitution to Dan by the end of business on Thursday, July 31, 2013. No addenda will be issued 4 days before the bid deadline, unless to extend the bid.
4. ***REVISED BID DATE* Bids will be due August 7, 2013 at 11:00 a.m.**, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901, Attn: Rich Glazeski. If the bid date and time change, the revised date and time will be issued via written Addendum. Please allow extra time when submitting bids to account for possible delays. No late bids will be considered.
5. One (1) original and two (2) copies of the bid must be submitted along with one (1) original and two (2) copies of a Bid Bond equal to ten percent of the bid price including alternates. A Performance Bond equal to 100 percent of the contract amount must also be posted upon execution of the contract. Bond forms required are in the specifications. No construction

- schedules are required with the bid. The Bid Bond must be submitted on the form shown in the specifications.
6. The subcontractor list must accompany the Bid Form and be fully completed in order to submit a qualifying bid. The prime general contractor and all subcontractors must be licensed to practice their trade in the State of Delaware and the City of Dover at the time of execution of the contract.
 7. General Contractors who wish to receive addenda directly and be on the bidders list must purchase a minimum of one (1) set of bid documents from Davis, Bowen & Friedel, Inc. for \$100.00.
 8. **A second, optional walkthrough will take place on Thursday, July 25, 2013 at 1pm.** Contractors interested in the second walkthrough are to meet Rich Glazeski in the Law Library at this date and time.
 9. The area of work will not be occupied during construction. The remainder of the building will be occupied and in use during construction.
 10. Funding: The project is state funded. Prevailing Wage Rates will be required. For bidding purposes, contractors should refer to the rates and benefits effective March 15, 2013. A certified copy of the prevailing wage rates is included in the specification. The general contractor will be responsible to send wage reports to the Department of Labor.
 11. Submissions: The contractor will be responsible for building permit and fire marshal submissions, and the associated fees to the City of Dover.
 12. Scope: Work to be accomplished in accord with this contract includes the interior fit-out of offices in the approximately 3,500 SF existing Law Library. The renovation includes new offices, reception desk, file storage room, conference room, and miscellaneous ADA upgrades. The scope of work includes all related demolition, electrical, HVAC, plumbing, sprinkler, and fire alarm appurtenances indicated in the bidding documents.
 13. Schedule: There is no set schedule or deadline to complete the work associated with this contract. It is anticipated that notice to proceed will be sometime in early September, and the project be substantially complete within 90 calendar days.
 14. All data, telephone, CA/TV, electronic access, and security systems will not be in the contractor's scope of work. There will be coordination required between the general contractor and the State's vendors for these items.

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15. The contractor will be responsible for having a supervisor on site at all times during work of any subcontractors or their own forces, including punch-list work.
16. The Owner will provide electric, water service, and toilet facilities. An area on site will be established for a contractor staging and material storage at the Pre-construction meeting.
17. In order to request payment for construction materials, the materials must be on site.
18. There will be fire alarm and sprinkler modifications design/build as part of the general contractors' scope of work. The existing fire alarm panel is Silent Knight IFP. See the bid documents for requirements.
19. Working hours will be Monday – Friday, 8am – 5pm. Weekends may be available with advanced notice, if necessary.

Any changes, additions or deletions to these minutes should be submitted in writing to Davis, Bowen & Friedel, Inc., within ten (10) days.

Respectfully Submitted,
DAVIS, BOWEN & FRIEDEL, INC.



Daniel S. Ridgely, AIA
Architect - Project Manager

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Enc.: Pre-bid sign-in sheets

Cc: All attendees

PRE-BID MEETING SIGN-IN SHEET
INTERIOR RENOVATIONS FOR THE
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540 S. duPONT HIGHWAY, DOVER, DELAWARE 19901
DBF #586B031.V02 OMB/DFM CONTRACT# MC3501000016
JULY 18, 2013

Name (Please Print)	Co. / Dept. Name & Address	Email & Phone (Please Print)
JEFF JONES	J.S. KRAMER, INC 120 MULLEN RUN STREET MILFORD, DE 19901	JSKRAMERGC @AOL.COM
RYAN JACKSON	AMAKOR INC 72 CLINTON ST DELAWARE CITY DE 19706	AMAKOR @AOL.COM
Joe Waski	Hand A Electric Co. 59 Roosevelt Ave Dover De. 19901	jsew.handa @Comcast.net
Daniel De Colli	Whiting-Turner Contracting Co. 131 Continental Drive Newark, DE	daniel.decolli @Whiting-Turner.com
CHUCK ARNOTT	DIAMOND ELECTRIC 3566 PEACHTREE RUN DOVER, DE. 19901	CHUCK@DIAMONDELECTRIC.ORG @
JEROME ROBINSON	Bristol Ind. Corp 1010 River Road New Castle Del 19720	ACRistol @AOL.com 302-322-1100
REBECCA SCHRAMM	RASP ELECTRIC, INC 12721 BLOOMFIELD RD KENNEDYVILLE, MD 21645	rebecca @raspelectric.com 410-348-9991

PRE-BID MEETING SIGN-IN SHEET
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Name (Please Print)	Co. / Dept. Name & Address	Email & Phone (Please Print)
C. G. WARR	Kent Construction Co 2 Big Oak Rd Smyrna De. 19977	Lynn@ kentconstructionco.com (302) 653-6469
KEITH LONG	John L. Briggs Co 106 E. Laurel St Georgetown, De 19447	JLBRIGGS ED @VERIZON.NET 302-858-7033
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Teddi King	D.E.R 717 E. Washington St West Chester, PA 19380	BRIANSCOTTSCHURMAN@COMCAST.NET
STEVE ALLIS	Advantech INC. 4092 N. Dupont Hwy Dover DE 19901	Stevea. @advantech security.net 302-674-8405
KEN ROBERTSON	EMORY HILL CO. 10 CORPORATE CIR. NEW CASTLE, DE 19120	KENROBERTSON @EMORYHILL.COM 302-322-9500
Louis Deldeo	DELDEO BUILDERS INC 100 NAAMANS RD SUITE 31F CHAYMONT DE 19703	louisdeldeo @COMCAST.NET PH 302-791-0243 FAX 302-791-0245

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Name (Please Print)	Co. / Dept. Name & Address	Email & Phone (Please Print)
Pierce Thompson	Conventional Builders Inc P O Box 47 Houston De 19954	Conventionalbuilders@comcast.net
ED COUPE	COMMONWEALTH CONST Co P.O. BOX 918 WILMINGTON DE 19899	ECOUBE@ITSCOMMONWEALTH.COM
Val Verissimo	C. O. SABINO CORP P. O. BOX 12824 WILMINGTON, DE 19858	Val@cosabino.com Val@cosabino.com
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